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ABSTRACT

The Idaho allocation plan for funds from the Library Service and Construction Act (LSCA) continues the emphasis on priorities described in the statewide plan for years 1994-1998. These priorities are: (1) advocate for the creation of library districts with adequate tax support to serve the state's entire population; (2) strengthen cooperation and resource sharing between libraries, exploiting available and developing technological assets in a coordinated, collaborative fashion; and (3) expand continuing education programs for library staff and their governing boards. Six competitive projects and nine Idaho State Library (ISL)-administered projects fall under both Title I, Public Library Services, and Title III, Interlibrary Cooperation and Resource Sharing. A final project for public library construction is listed under Title II. Seven appendices list general and specific requirements for projects, the fiscal year grant cycle timeline, and eligibility requirements for LCSA. (SWC)

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ED 405 902

LIBRARIES 2000

Allocation Plan

for

FY1997 LSCA Funds
Library Services and Construction Act

An annual outline and description of projects in Idaho eligible under LSCA Titles I, II, and III.

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The Idaho State Library

FY1997 LSCA GRANT CYCLE TIMELINE

Week	Date	Activity
	July 26, 1996	• Idaho State Library (ISL) Board meeting to approve the FY1997 Allocation Plan
1	August 1	• FY1997 Allocation Plan mailed to Advisory Council
2	August 9	• Titles I, II, and III invitations to apply mailed; libraries begin requesting application packets
5	August 30	• Deadline for acceptance of public library long range plans or updates to meet Eligibility Requirements
		• Deadline for acceptance of collection development policies for libraries planning to submit projects involving collection development
		• FY1997 Annual Plan submitted to Washington, DC
9	September 27	• Deadline for Intents to Apply (Titles I and III); staff review begins
11-16	October 7 - November 15	• Scheduled work days with your consultant
11	October 11	• Deadline for acceptance of Title II building program
18	November 29	• Deadline for full Applications (Titles I and III); staff review begins
20	December 13	• Deadline for Title II Preliminary applications (tentative)*
21	December 20	• FY1996 Annual Report submitted to Washington, DC
25	January 16-17, 1997	• Advisory Council meeting to review Titles I and III Applications and to evaluate FY1996 program
32	March 7	• ISL Board meeting to approve Titles I and III Applications
34	March 21	• Administrative forms and grant agreements mailed to subgrantees
36	April 1	• Titles I and III projects begin

* Complete timeline for Title II, Public Library Construction, will appear in the Title II application packet.

TOWARD LIBRARIES 2000

ALLOCATION PLAN

FOR

FY1997 LSCA FUNDS

The printing and distribution of this publication was supported by the US Department of Education under the provisions of the Library Services and Construction Act (LSCA), administered in Idaho by the State Library.

Idaho State Library
325 West State Street
Boise, Idaho 83702

July 1996

INTRODUCTION

"Libraries 2000: the Allocation Plan for FY1997 LSCA Funds" continues emphasis on the priorities that are described in the "Statewide Plan for Library Development, 1994-1998." Those priorities are:

- Advocate for the creation of library districts with adequate tax support to serve the entire population of Idaho. (See Project 2, Creating Library Districts Statewide.)

- Strengthen cooperation and resource sharing between libraries. In doing so, exploit available and developing technological assets in a coordinated, collaborative fashion. (See Project 3, Networking.)

- Expand continuing education programs for library staff and their governing boards. (See Project 1, Continuing Education.)

All other competitive applications will be considered under Project 4, Discretionary.

All libraries applying to the State Library for LSCA funds, and all libraries participating in Title III projects must meet Eligibility Requirements. The purpose of these requirements is twofold: to insure that local libraries have a certain amount of local support, and to reinforce the concept that a library must reach a certain level of development before it has the capacity to be a full partner in a cooperative venture or resource sharing project. The current Eligibility Requirements are in Appendix G of this Allocation Plan.

Other factors to consider in developing an application for FY1997 funds include:

PLANNING. Public libraries applying for LSCA funds are required to describe how the proposed project relates to their selected roles, goals, and objectives. Academic, school, and special libraries are encouraged to do the same. All applications should cite specific objectives and/or activities of the Statewide Plan for Library Development, 1994 - 1998.

COOPERATION. Because no library can meet all the needs of its patrons, there is a focus on cooperation between libraries to implement projects in Title I as well as in Title III. All other factors being equal, a cooperative project will be given higher consideration than a project involving a single library.

CHANGE. With the LSCA statute overdue for reauthorization, this may be the last year under the current federal priorities. While we are confident that federal funds for libraries will continue, the next grant program may have very different priorities and procedures.

PRIORITIES. Each project is assigned a priority on a 1 to 3 scale. While the State Library considers the priority 1 projects to be most important, a well-developed grant application for a priority 2 or 3 project will receive higher consideration than a poorly-developed application for a priority 1 project.

TARGET LIBRARIES. A target group is defined for each project. This means that the project was developed primarily to meet the needs of libraries in the target group; others are eligible to apply. A well-developed grant application from a library outside the target group will receive higher consideration than a poorly-developed application from a library in the target group.

BUDGET REQUESTS. Although availability of local match may set limits on your request, the project budget should reflect what is needed to do the project well and to make a significant impact. LSCA grant administration requires time and accountability; smaller grant awards may not be worth that investment.

STATE LIBRARY CONSULTING STAFF. Requirements under project descriptions include contacting the appropriate State Library Consultant to discuss your project. Following is a list of the consultants, their phone numbers and e-mail addresses.

- Continuing Education Consultant (Project 1, Continuing Education, and Project 4, Discretionary):

  Gard Hanks, Boise — 334-2150 or ghanks@isl.state.id.us

- Public Library Consultants (Project 2, Creating Library Districts Statewide and, Project 4, Discretionary):

  Lucretia Pladera, Coeur d'Alene, for northern Idaho — 666-6703
  lpladera@isl.state.id.us
  Frank Nelson, Idaho Falls, for eastern Idaho — 525-7211
  fnelson@isl.state.id.us
  Marj Hooper, Boise, for southwestern Idaho — 334-2150
  mhooper@isl.state.id.us

- Special Projects Consultant (Project 6, Statewide Reading Programs, and Project 4, Discretionary):

  Peggy McClendon, Boise — 334-2150 or pmclend@isl.state.id.us

- General Consultant (Project 10, Institutions, and Project 3, Networking):

  Rand Simmons, Boise — 334-2150 or rsimmons@isl.state.id.us

- Building Consultant (Title II, Project 21, Construction)

  Marj Hooper, Boise — 334-2150 or mhooper@isl.state.id.us

- LSCA Grants Analyst (grants administration)

  Dick Juengling, Boise — 334-2150 or rjuengli@isl.state.id.us

TOWARD LIBRARIES 2000
ALLOCATION PLAN FOR FY1997 LSCA FUNDS

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TOWARD LIBRARIES 2000
FY1997 LSCA ALLOCATION PLAN

TITLE I, PUBLIC LIBRARY SERVICES
TITLE III, INTERLIBRARY COOPERATION AND RESOURCE SHARING

COMPETITIVE PROJECTS

PROJECT #1, CONTINUING EDUCATION

Vision: The library community has opportunities for educational growth, skills enhancement, and personal enrichment through a statewide, coordinated continuing education program.

Status: Projects support the long range plan, "Into the Future: Continuing Library Education in Idaho; A Plan for 1992-1994" and its extension.

Statewide Plan for Library Development: 1.20.35, 3.30.18-19

A. STAFF AND TRUSTEE DEVELOPMENT FOR INDIVIDUALS AND GROUPS. This project results in an educational activity designed to meet the specific continuing education needs of a local library or consortium of libraries. Projects may be designed for individuals or groups. Applications will be accepted until reserved funds are expended.

Priorities for the project are:

1. to deliver professional level education to library decision-makers to meet a specific need of their libraries
2. to encourage participation in library continuing education activities by those library decision makers who have not previously participated
3. to provide locally available training to meet statewide educational needs identified by the State Library
4. to raise the general level of library education for the staff members of Idaho's libraries

Activities may include:

- correspondence courses
- first time attendance at a state, regional, or national conference
- staff exchanges
- internships at the State Library
- planned tours of libraries
- locally designed workshops
- group attendance at local continuing education activities
- local computer training for individuals or groups
- master of library science (MLS) scholarships (Title I only)
- other activities approved by the State Library Continuing Education Consultant

Priority: 1.

Applicants: Title I: Public Libraries. Title III: Academic, school, and non-profit special libraries.

Target Libraries: Eligible libraries that can demonstrate a specific library need for continuing education for paid staff or trustees.

Project Budget: $15,000 in Title I and $3,000 in Title III will be reserved for this project.

For MLS scholarship support, LSCA: $500 per semester, $1,000 for summer session; local match: all costs above the scholarship.

For all other projects, LSCA: 75%; local match: 25%. There is a minimum LSCA award of $150 (total project of $200). There is a maximum LSCA award of $750 (total project of at least $1,000).

Requirements: The Intent to Apply form is not required for this project. However, applicants must contact the State Library Continuing Education Consultant by telephone before applying.

Applications for MLS scholarships are made by letter. The letter must be received at least 30 days before the end of the semester or summer session that the scholarship is for.

Applications for all other projects must be made on special application forms. Applications must be received at least 30 days prior to the initial date of the activity or by a deadline extension granted by the Continuing Education Consultant.

See Appendix A.

PROJECT #2, CREATING LIBRARY DISTRICTS STATEWIDE

Vision: All Idahoans have access to and make use of tax-supported public library services, and all public libraries have adequate tax support.

Status: The number 1 priority of the statewide plan for library development is to extend tax-supported public library services to all Idaho citizens and to consolidate existing libraries into jurisdictions large enough to support full library service. As of October 1995, approximately 18% of Idaho residents did not live in a library taxing jurisdiction.

Statewide Plan for Library Development: 1.10.1, 1.20.4

This project results in people who are not part of a tax-supported library jurisdiction receiving public library service through a demonstration project, and/or a library increasing its local tax base by consolidating with another library jurisdiction under the provisions of the Idaho Code.

Grant funds may be awarded in several ways:

- for a public library (city or district) to plan for a demonstration district and/or consolidation with other public libraries
- for a public library (city or district) to implement a demonstration district and/or consolidation with other public libraries
- for a newly established library district to supplement first year operations prior to receipt of tax revenues
- for a newly enlarged library district to equalize services for all district residents

Priority: 1.

Applicants: Title I: Public libraries.

Target libraries: Public libraries neighboring unserved areas and/or contiguous libraries that wish to consolidate into a larger jurisdiction.

Project budget: For planning projects, LSCA: 90%; local match: 10%. *Materials, supplies, and*

equipment purchased as part of a planning project must be matched LSCA: 75%, local match: 25%.

For implementation projects, LSCA: maximum of .06% of assessed market value of the proposed district; local match: maintenance of financial support and demonstrated good faith effort to form the district by all participating libraries.

For first year operations and equalization of services projects, LSCA: 75%; local match: 25%.

Project budgets should be developed in collaboration with your Public Library Consultant.

Requirements: See Appendix A, B, and others relevant to your specific project. Contact your Public Library Consultant to discuss your project.

PROJECT #3, NETWORKING

Vision: The State of Idaho helps support a multi-faceted network of libraries in which the inequities of distance, cost, geography, and jurisdiction are minimized to improve access to information and library services for every resident. Libraries of all types and in all parts of the state interact and cooperate in order to respond fully to the increasingly sophisticated information needs of their patrons.

Status: The need for cooperation among libraries to improve and extend services is identified in the Statewide Plan for Multitype Library Cooperation and Resource Sharing, 1996-1999. A number of cooperative projects have been established throughout the state. Libraries are currently not seen as important sources of information for small businesses and economic development.

The priorities of this project now include:

- planning for local area cooperative agreements
- adding libraries to existing resource sharing programs
- linking existing systems
- exploring alternative methods for materials delivery
- developing remote access to electronic databases housed on mini/mainframe computers
- cooperative collection assessment and development

Statewide Plan for Library Development: 1.20.1, 1.20.5-7, 1.20.9-19, 3.10.1-6, 3.20.1-10, 3.30.3-9, 3.30.22

A. RESOURCE SHARING. This project results in a group of libraries planning and/or implementing a formal resource sharing agreement or project.

Priority: 2 in Title I, 1 in Title III

Applicants: Title I: Two or more public libraries. Title III: A group of two or more different types of libraries: academic, school, non-profit special, and/or public.

To be eligible for a cooperative collection development grant, an established library network or cooperative venture must have a current collection development policy statement accepted by the State Library at least 30 days prior to the deadline for the receipt of the intent to apply (see Appendix F for the timeline).

Target libraries: Two or more libraries with service needs that can be addressed through a linking

or resource sharing project.

Project budget: For planning projects, LSCA: 90%; local match, 10%. *Materials, supplies, and equipment purchased as part of a planning project must be matched LSCA: 75%, local match: 25%.*

For implementation projects, LSCA: 75%; local match: 25%.

Requirements: See Appendix A and others relevant to your specific project. Contact the Networking Consultant to discuss your project.

PROJECT #4, DISCRETIONARY

Vision: Libraries of all types plan and seek to implement innovative projects to improve services to their clientele.

Status: This project allows for locally generated projects to address patron needs. Priority will be given to projects that serve as a statewide model and that demonstrate resource sharing with other libraries and/or agencies. Funds are not available for ongoing operations, program maintenance, or replacement equipment or materials.

Statewide Plan for Library Development: any activity

This project results in a library or group of libraries planning and/or implementing an innovative, one-time, or pilot project that improves services to its clientele and relates to the "Statewide Plan for Library Development, 1994-1998."

Examples include planning for or implementing projects that address:

- marketing
- community development
- alternative delivery of services
- meeting state medians of service
- special populations
- literacy
- LaserCat and/or RECON

Priority: 3

Applicants: Title I: Public libraries. Title III: Academic, school, and non-profit special libraries.

Target libraries: Libraries with identified needs for patron services that can be addressed through cooperative projects, or with pilot projects that might serve as a model for the state.

Project budget: For planning projects, LSCA: 90%; local match, 10%. *Materials, supplies, and equipment purchased as part of a planning project must be matched LSCA: 75%, local match: 25%.*

For implementation projects, LSCA: 75%; local match: 25%.

Requirements: See Appendix A and others relevant to your individual project. Include in the application a description of how information about this project will be disseminated to the library community.

PROJECT #5, MURL

Vision: The state's largest public library is a leader in providing quality public library service and in promoting statewide resource sharing.

Status: This project is a priority in the Library Services and Construction Act and is part of the federal maintenance of effort requirement for the state.

Statewide Plan for Library Development: 1.50.1-2

This project results in Boise Public Library receiving assistance to serve as a statewide resource.

Priority: 1

Applicants: Title I: Public libraries that serve cities with a population of at least 100,000.

Target libraries: Currently, Boise Public Library is the only eligible library in Idaho.

Project budget: LSCA: $18,200; local match: $6,100, or 25%.

Requirements: See Appendix A and others relevant to your specific project.

PROJECT #10, SERVICES TO THE INSTITUTIONALIZED

Vision: Residents of the state's institutions have access to the same level of public library services as other citizens do.

Status: This is a priority in the Library Services and Construction Act and is part of the federal maintenance of effort requirement for the state.

Statewide Plan for Library Development: 1.33.1-4

This project results in improved library services to residents of the state's institutions in the Department of Health and Welfare, Department of Correction, Department of Juvenile Justice, and the State Board of Education.

Priority: 1

Applicants: Title I: Libraries in the seven state institutions.

Target libraries: Libraries in the state institutions which provide public library services to their residents.

Project budget: LSCA: $16,200 for competitive grant awards; institutional match: $5,400 total, or 25% of each project's total expenditures.

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TITLE I, PUBLIC LIBRARY SERVICES
TITLE III, INTERLIBRARY COOPERATION AND RESOURCE SHARING

ISL-ADMINISTERED PROJECTS

PROJECT #1, CONTINUING EDUCATION

B. IMPLEMENTATION OF 1997 CE PLAN ACTIVITIES. This project results in the 1997 activities of the statewide Continuing Library Education plan being planned, scheduled, and held. It is administered by the State Library with the assistance of the Continuing Education Advisory Committee.

Priority: 1

Target libraries: All types of non-profit libraries.

Project budget: LSCA Title I and III funds and state general account funds.

C. LIBRARY DEVELOPMENT DIVISION STAFF DEVELOPMENT. This project results in members of the Library Development Division improving their abilities to serve their clientele by participating in a continuing education activity.

Priority: 1

Target audience: Library Development Division staff.

Project budget: LSCA Title III and state general account funds.

PROJECT #3, NETWORKING

B. STATEWIDE SUPPORT. This project provides data and recommendations needed to implement "Idaho's Network of Libraries: A Statewide Plan for Multi-Type Cooperation and Resource Sharing." Areas for research and possible implementation include:

- reciprocal borrowing and statewide library card
- interlibrary loan reimbursement
- statewide materials delivery
- statewide database licensing

Title III funds will also support the work of the Networking Advisory Council.

Priority: 1

Target libraries: All types of non-profit libraries.

Project budget: LSCA Title I and III funds.

PROJECT #6, STATEWIDE READING PROGRAMS

Vision: All Idahoans have the literacy skills which enable them to access and use the information they need to develop their knowledge and potential - and that of their children - and to participate fully in society.

Status: This project enables public libraries to provide reading-related programs and services which enrich and develop the literacy skills of their clientele and strengthens statewide literacy resources.

Statewide Plan for Library Development: 1.32.1-6

Current statewide programs include:

- The statewide summer reading program for preschool and school age children provides affordable, quality program materials and program planning information to all public libraries in the state.
- Reading and discussion programs for adults are coordinated statewide, providing speakers, books, and program materials to 10-20 libraries annually. From April 1996 through March 1997, the State Library is participating with the Idaho Humanities Council in a project funded by the National Endowment for the Humanities called "American Diversity, American Identity." Reading and discussion programs are a major component of this project.
- Library literacy services are developed and strengthened through information and referral and consulting services, and special projects; over 25 public libraries provide some type of literacy service. Statewide coordination of adult literacy services is facilitated through support of the Idaho Coalition for Adult Literacy and other networking activities with libraries and literacy service providers.

Priority: 1

Target libraries: Public libraries

Project budget: LSCA Title I, state general account funds, and other grants.

PROJECT #7, TELEPHONE ACCESS TO THE STATE LIBRARY

Vision: There is an ongoing and accurate flow of information, using a variety of technologies, among all members of the Idaho library community.

Status: Toll-free telephone lines into the State Library offices have greatly increased the ability of public libraries to request assistance and information.

Statewide Library Development Plan: 1.20.37.1, 1.40.1.4

This project provides toll-free telephone lines into the State Library Development Division, its two field offices, and the Reference Department for use by public libraries.

Priority: 1

Target libraries: Public libraries.

Project budget estimate: LSCA Title I: $10,000

PROJECT #8, CONSULTING SERVICES

Vision: All libraries receive the consulting services they need, and consultant staff responds to requests in a timely manner. Staff time is available to pro-actively develop new programs.

Status: Personnel in the two field offices are funded from the state general account; operating and capital expenditures are funded from LSCA. Staffing levels in the Development Division are inadequate to respond to all requests and to address program development pro-actively. Requests in the State Library's budget to fully support the field offices and for a fourth public library consultant have not been funded.

Statewide Plan for Library Development: 1.20.36-39

This project provides consultant staff for the state's public libraries, and is part of the federal maintenance of effort requirement. The field offices are crucial to the State Library's goal of strengthening local library services. Additional staff, either contract or permanent, may be funded under this project to meet current demand for services in problem-solving, program development, and staff development.

Priority: 1

Target libraries: All public libraries.

Project budget: LSCA Title I and state general account funds.

PROJECT #9, PROGRAM AND SERVICE DEVELOPMENT

Vision: Ongoing planning results in new statewide library services and programs to respond to and anticipate the information needs of Idahoans.

Status: The "Statewide Plan for Library Development, 1994-1998" identifies a number of programs and services for development. Some LSCA funds are reserved each year to research and develop alternatives for potential statewide services and programs.

Statewide Plan for Library Development: 1.20.33-34, 1.20.39, 1.40.1, 3.30.16-17

This project funds activities necessary to identify, develop, and initiate new statewide services and programs, such as task force meetings, studies, surveys, and area meetings. Potential projects for FY1997 include:

- development of a statewide marketing plan and/or promotion
- supporting libraries' role in economic development
- state aid program for public libraries
- promotion of the concepts of intellectual freedom

Priority: 1

Target libraries: All Idaho libraries.

Project budget: LSCA Title I and III funds.

PROJECT #11, SERVICES TO THE BLIND AND PHYSICALLY HANDICAPPED

Vision: Idaho citizens that are unable to use standard print materials have easy access to a wide range of library materials in alternative formats.

Status: This is a priority in the Library Services and Construction Act and is part of the federal maintenance of effort requirement for the state.

Statewide Library Development Plan: 1.34.1-3

This project results in improved library services to Idaho citizens with sight impairments or physical handicaps which prevent them from using standard print materials.

Priority: 1

Target audience: Blind and physically handicapped citizens in Idaho.

Project budget: State general account funds.

PROJECT #12, STRENGTHENING STATE LIBRARY SERVICES

Vision: The State Library leads the way in meeting the needs of Idahoans for library services, facilities, and resources.

Status: The "Statewide Library Development Plan, 1994-1998" recommends strengthening the State Library so it can better fulfill its leadership role in improving library services in Idaho.

Statewide Library Development Plan: 1.40.1-2

A. STATE LIBRARY CLIENTELE. This project results in improved library services to the State Library's clientele. Except for special, one-time projects, these services are funded from the Idaho state general account to meet the federal maintenance of effort requirement.

Priority: 1

Target audience: The State Library's primary clientele (Idaho libraries, state employees, and blind and physically handicapped citizens).

Project budget: State general account funds.

B. INFORMATION OFFICER. This project funds an Information Officer at the State Library to improve the flow of information to the library community and to implement a statewide library promotion.

Priority: 1

Target audience: All libraries.

Project budget: LSCA Title I and state general account funds.

PROJECT #13, ADMINISTRATION

Vision: The LSCA grant program is easy to participate in and beneficial for all types of libraries. A variety of projects that benefit people locally and statewide are implemented with LSCA funds.

Status: LSCA is administered by the State Library with the assistance of the LSCA Advisory Council. Some funds are used by the State Library for statewide projects that benefit the library community, and other funds are available for competitive grants. LSCA administrative costs are considered part of the program and will continue to be funded by LSCA.

Statewide Library Development Plan: 1.60.1-8

A. ADMINISTRATION. This project supports the cost of administering the state plans submitted and approved under LSCA, statewide planning for and evaluation of library services, dissemination of information concerning LSCA, and activities of advisory groups related to LSCA in Idaho.

Priority: 1

Target audience: All libraries participating in the LSCA grant program.

Project budget estimate: LSCA Title I funds.

B. GRANTS ANALYST. This project funds a Grants Analyst to coordinate the LSCA program for the state and to monitor both state and subgrantee projects for compliance with appropriate rules and regulations.

Priority: 1

Target audience: All libraries participating in the LSCA grant program.

Project budget estimate: LSCA Title I funds.

TITLE II, PUBLIC LIBRARY CONSTRUCTION

COMPETITIVE PROJECTS

PROJECT #21, PUBLIC LIBRARY CONSTRUCTION

Vision: All public libraries have excellent, inviting facilities.

Status: A 1989 public library facilities survey showed that of 124 buildings, only 56% were originally built as libraries and 53% were built more than 20 years ago. Recent developments in technology and compliance with the Americans with Disabilities Act (ADA) have added further to the inadequacy of library facilities. Since 1990, LSCA has funded 7 construction projects in Idaho, making only a small dent in the need.

Statewide Plan for Library Development: 2.10.1-8

This project is administered on a different timeline than Titles I and III (see Appendix F, FY1997 LSCA Grant Cycle Timeline).

This project provides funds to improve the physical facilities of Idaho's public libraries. Eligible projects, in order of priority (based on the 1989 facilities survey) are:

1. new buildings
2. remodeling for new space
   a. conversion of existing facilities into library facilities
   b. remodeling of existing library facilities along with expansion
3. remodeling for handicapped access and to meet the provisions of the Americans with Disabilities Act (ADA)
4. remodeling current library facilities
5. remodeling to accommodate new technologies
6. remodeling for energy conservation
7. purchase of existing historic buildings for conversion to public library space

Applicants: Public libraries

Target libraries: Public libraries that have need for improvement in their facilities and have a written building program.

Project budget: Approximately $150,000 in LSCA is expected for FY1997. LSCA: maximum of 50% of the total project costs. Local match: minimum of 50% of the total project costs. In-kind match and donations are allowable.

Requirements: Matching funds must be on hand within 12 months, and construction must begin within 18 months of the date of the grant award. The applicant library must have a written building program accepted by the State Library at least 60 days prior to the deadline for receipt of the preliminary application for Title II.

See Appendix F for the first steps in the Title II timeline. Contact the State Library Building Consultant and see the current LSCA Handbook for Title II for more information.

APPENDIX A

GENERAL REQUIREMENTS FOR ALL PROJECTS

1. ELIGIBILITY FOR APPLICATION

A. A public library applicant must meet the Eligibility Requirements for LSCA (IDAPA 30.01.02). A public library that does not meet the Eligibility Requirements may participate in a cooperative project but may not be the applicant. The complete list of Eligibility Requirements is in Appendix G and in the LSCA Handbook for Titles I and III.

B. All types of libraries must meet the Eligibility Requirements for LSCA Title III, Interlibrary Cooperation and Resource Sharing (IDAPA 30.01.02) to participate in a Title III project. The complete list of Eligibility Requirements for Title III applicants and participants is in Appendix G and in the LSCA Handbook for Titles I and III.

2. LSCA AND LOCAL EXPENDITURES

A. A public library grant recipient must not spend fewer local funds (ad valorem tax revenues) on library operations in FY1997 (10/1/96 - 9/30/97) than it did in FY1996 (10/1/95 - 9/30/96).

1. An exception to this requirement may be granted if the library receives fewer tax revenues in FY1997 due to a decrease in assessed valuation in its jurisdiction. In such a case, the requirement for expenditure of local funds (ad valorem tax revenues) will be reduced in the same percentage that assessed valuation decreased.

2. Failure to meet this requirement may result in the grant recipient receiving lower priority in future LSCA grant cycles until the funding is restored to pre-grant levels.

B. The federal government identifies certain types of expenses that are allowable under LSCA, some that may be allowable, and others that are ineligible. See OMB Circular A-87, "Cost Principles for State and Local Governments" (1995), for more information.

3. MATERIALS, EQUIPMENT, SUPPLIES, AND PERSONNEL

A. All equipment purchased as part of an LSCA project is considered to be the property of the grant recipient. The grant recipient has the responsibility for installation, maintenance, repair, and ongoing operation of the equipment, and for maintaining adequate inventory records.

B. Purchase of equipment should not be the goal of an LSCA project, but one step in reaching an objective. Purchase of replacement equipment is not an eligible project.

C. Unless otherwise stated in the project budget, all materials, supplies, and equipment purchased as part of an LSCA project (including planning projects) must be matched with at least 25% in cash from non-federal sources rather than with in-kind contributions such as staff time.

D. LSCA funds can only be used to pay personnel costs for hours worked above and beyond current workload (up to a maximum of 1 FTE per individual), or for a new employee hired specifically for the grant project.

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4. ONGOING COSTS AND PROGRAMS

A. All program costs (operation and maintenance of equipment, supplies, subscription renewal, audits, etc) required after the project year are the responsibility of the grant recipient.

B. Grant funds must not replace local funds (ad valorem tax revenues) that have been expended for the same purpose, such as for staff, materials, or equipment.

C. Applications to continue existing projects or services may be given a lower priority.

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5. TRAINING

Project-related training will not be provided by the State Library unless it is noted in the project description. Training needs should be addressed in the application.

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6. PROJECT EVALUATION

Each application must include an evaluation component describing what will be evaluated, how, when, and how the evaluation relates to the project objectives. This evaluation is normally designed and conducted by the grantee.

Because the State Library has a responsibility for monitoring LSCA grant projects, we may select several projects each year for peer review and others for review a year after completion. The process for each project will be developed by the State Library staff in collaboration with the grantee and funded by the State Library's grants administration project. Either process may include the use of an outside evaluator.

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APPENDIX B

REQUIREMENTS FOR PROJECTS CREATING LIBRARY DISTRICTS STATEWIDE

The provisions of Idaho Code Title 33, Chapters 26 and 27, apply to these projects.

1. PLANNING FOR A DEMONSTRATION DISTRICT OR A CONSOLIDATION

A. The applicant must be a legally constituted district or city library.

B. A feasibility survey should seriously be considered for any district establishment or city/district consolidation. A library may request that such a study be conducted as a prelude to the planning year or as part of the planning year. The study will be conducted by an outside party via contract with the State Library and in collaboration with the applicant library. Contact your Public Library Consultant for details.

C. The following activities should take place in the planning year. Address each one in the application, along with any other activities you've identified.

1. Establishment of a planning committee
2. Consideration of boundaries of the proposed entity
3. Estimated assessed valuation and population of the proposed entity
4. Process for identifying stakeholders (individuals and groups with a stake in the project's outcome)
5. Conduct of a feasibility survey, if one has not be done previously (see B above)
6. Development of a plan for promoting the proposed entity
7. Proposed site visits to other successful demonstration district or consolidation projects
8. Estimated income and expenditures, with amount, source, and timeline, for three years of the proposed entity:
   a. Implementation year
   b. First year as a new or expanded district
   c. Second year as a district
9. Identification of next steps which will result from the planning process. Examples of next steps include, but are not limited to:
   a. Development of the grant application for the implementation year. Elements of the application will include:
      1. Goal of implementation project
      2. Objectives
      3. Activities
      4. Evaluation
      5. Budget
      6. Timeline
   b. A report which explains why the proposed consolidation or demonstration will not be pursued at this time.

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2. DEMONSTRATION DISTRICT - ANNEXATION

A. The project applicant must be a legally constituted district library.

B. The following information about the area to be served must be included in the application:

1. Boundaries
2. Population of the unserved area (minimum of 500 people) and of the proposed enlarged district, with source of data (1990 census or current data from the Idaho Department of Commerce)
   NOTE: Number of unserved people added will be a factor in evaluating the project application. An explanation of why the area(s) were selected will be helpful.
3. Assessed valuation (Tax Commission estimate) of the unserved area and of the proposed enlarged district
4. Purpose of the project; why you want to do this
5. Objectives of the demonstration
6. Activities and methods planned to meet the objectives, including how consistent and equitable service will be provided
7. Date of election (see Idaho Code 34-106, Limitation upon Elections)

C. The application must explain how the grant funds will be spent, including a working budget, an explanation of activities, and the activities tied to budget figures and to the timeline. The application must also include estimated income and expenditures, with amount, source, and timeline, for the first and second years of district operations if the demonstration district or consolidation is successful.

D. In order for funds to be awarded, the application must include a letter from the county commissioners in the county(ies) involved. The letter must state that the commissioners agree to hold an election or agree to honor a successful petition concerning the annexation prior to the end of the project year.

E. If the annexation takes place, the enlarged district may apply to the State Library in the subsequent year under the project for first year district operations to serve previously unserved members of the district. Approval of such an application is not automatic and will be subject to the same conditions and the same competitive process as other LSCA grant applications. See 6. First Year District Operations or Equalization of Services, below.

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3. DEMONSTRATION DISTRICT - ESTABLISHMENT

A. The applicant must be a legally constituted library that receives public funds.

B. The following information about the area to be served must be included in the application:

1. Boundaries
2. Population of the proposed district, with source of data (1990 census or current data from the Idaho Department of Commerce). According to Idaho Code 33-2703(5), the new district must have a population of at least 1,500 people
3. Assessed valuation (Tax Commission estimate) of the unserved area and of the proposed enlarged district. According to Idaho Code 33-2703(5), the new district must have an annual budget of at least $25,000 from ad valorem revenues

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4. Purpose of the project; why you want to do this
5. Objectives of the demonstration
6. Activities and methods planned to meet the objectives, including how consistent and equitable service will be provided
7. Date of election (see Idaho Code 34-106, Limitation upon Elections)

C. The application must explain how the grant funds will be spent, including a working budget, an explanation of activities, and the activities tied to budget figures and to the timeline. The application must also include estimated income and expenditures, with amount, source, and timeline, for the first and second years of district operations if the demonstration district or consolidation is successful.

D. In order for funds to be awarded, the application must include a letter from the county commissioners in the county(ies) involved. This letter must state that the commissioners agree to hold an election to establish a library district prior to the end of the project year. The application must also include a letter from the council of each city located in the proposed district. The letter(s) must state that the council(s) agree to include the city electors in the election.

E. If the establishment takes place, the new district may apply to the State Library in the subsequent year under the project for first year district operations. Approval of such an application is not automatic and will be subject to the same conditions and the same competitive process as other LSCA grant applications. See 6. First Year District Operations, below.

F. The board of a library district formed as a result of this project will be required to:

1. Levy initially for maintenance and operations at .06% per dollar of assessed market value, or levy at a rate not more than the legal limit which yields at least $15.00 per capita and the minimum annual budget of at least $25,000 from ad valorem revenues (Idaho Code 33-2703(5)) Bonds (Idaho Code 33-2728) and levies for start-up costs (Idaho Code 33-2724) and plant facilities (Idaho Code 33-2729) may be used in addition to the levy for maintenance and operations.
2. New districts serving 10,000 people or more must hire a director with an MLS. A waiver may be granted by the Idaho State Library for extenuating circumstances. To request a waiver, the new library district board must submit a description of the extenuating circumstances to the State Library Board within 12 months of the district establishment.

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4 CONSOLIDATION OF DISTRICT LIBRARIES

A. The application must be made jointly by the library boards proposing to consolidate.

B. The following information about the proposed new district must be included in the application:

1. Boundaries
2. Population of the proposed new district, with source of data (1990 census or current data from the Idaho Department of Commerce). According to Idaho Code 33-2703(5), the new district must have a population of at least 1,500 people
3. Assessed valuation (Tax Commission estimate) of the proposed new district. According to Idaho Code 33-2703(5), the new district must have an annual budget of at least $25,000 from ad valorem revenues
4. Purpose of the project; why you want to do this

5. Objectives of the consolidation
6. Activities and methods planned to meet the objectives, including how consistent and equitable service will be provided to all parts of the proposed new district

C. The application must explain how the grant funds will be spent, including a working budget, an explanation of activities, and the activities tied to budget figures and to the timeline. The application must also include estimated income and expenditures, with amount, source, and timeline, for the first and second years of district operations if the demonstration district or consolidation is successful.

D. The boards involved in the project must sign a contract for joint services by the end of the first quarter of the project. The boards must also agree to meet jointly to discuss consolidation at least twice during the project year. Prior to the end of the project year, the library boards must vote on the question of consolidation.

E. If the consolidation takes place, the consolidated district may apply to the State Library in the subsequent year under the project for first year district operations. Approval of such an application is not automatic and will be subject to the same conditions and the same competitive process as other LSCA grant applications. See 6, First Year District Operations, below.

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5 CONSOLIDATION OF DISTRICT AND CITY LIBRARIES

A. The application must be made jointly by the library boards proposing to consolidate

B. The following information about the proposed enlarged district must be included in the application

1. Boundaries
2. Population of the proposed enlarged district, with source of data (1990 census or current data from the Idaho Department of Commerce)
3. Assessed valuation (Tax Commission estimate) of the proposed enlarged district
4. Purpose of the project; why you want to do this
5. Objectives of the consolidation
6. Activities and methods planned to meet the objectives, including how consistent and equitable service will be provided to all parts of the proposed enlarged district
7. Date of election (see Idaho Code 34-106, Limitation upon Elections)

C. The application must explain how the grant funds will be spent, including a working budget, an explanation of activities, and the activities tied to budget figures and to the timeline. The application must also include estimated income and expenditures, with amount, source, and timeline, for the first and second years of district operations if the demonstration district or consolidation is successful.

D. The boards involved in the project must sign a contract for joint services by the end of the first quarter of the project. The boards must also agree to meet jointly to discuss consolidation at least twice during the project year.

E. The application must include letters from the city council(s) and the district library board(s) involved that state they agree to hold an election on the question of consolidation prior to the end of the project year.

F. If consolidation takes place, the consolidated district may apply to the State Library in the

subsequent year under the project for first year district operations. Approval of such an application is not automatic and will be subject to the same conditions and the same competitive process as other LSCA grant applications. See 6, First Year District Operations, below.

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6. FIRST YEAR DISTRICT OPERATIONS OR EQUALIZATION OF SERVICES

A. The application must be made by a library involved in an annexation, establishment, or consolidation project during 1996. If the application is submitted prior to the election or decision to consolidate, consideration of the application will be contingent upon the outcome of the election or decision. The eligibility requirement to have an approved long range plan on file with the State Library will be waived for a newly created library district (see B.8 below).

B. The following information about the proposed new or enlarged district must be included in the application:

1. Population of the proposed district, with source of data (1990 census or current data from the Idaho Department of Commerce)
2. Assessed valuation (Tax Commission estimate) of the proposed or new district, and the amount of ad valorem revenue that will be generated by a .06% levy
3. Benchmarks, major accomplishments, major changes in the demonstration district or consolidation implementation project to date
4. All sources of funding, including the amounts from each expected to be available during the project year and when (city, levy for start-up costs, tax anticipation notices, grants, etc)
5. The major objectives, strategies, and activities planned for the new district's first year
6. If applicable, how the requirement to hire a director with an MLS will be met
7. The process and timeline for developing district administrative structure, policies, and procedures
8. The process and timeline for developing or updating a long range plan for the proposed district (following the outline in the Eligibility Requirements for LSCA) by the end of the project year

C. Applicants for first year operations projects must consider other allowable tax revenues for a new or enlarged district (see Idaho Code 33-2724, general preliminary expenses for newly created library districts, and Idaho Code 63-3102, revenue anticipation notes for taxing districts) and include an evaluation of those alternatives in the application.

APPENDIX C

REQUIREMENTS FOR PROJECTS INVOLVING COLLECTION DEVELOPMENT

1. COLLECTION DEVELOPMENT POLICY

A. Individual collection development projects

A written collection development policy is a requirement for a collection development project being applied for by a public library. To be accepted, the policy must address the elements listed in the "Collection Development Policy Outline" (available from the State Library) and be approved by the governing body of the library.

The applicant library must have a current collection development policy statement accepted by the State Library at least 30 days prior to the deadline for the receipt of the intent to apply (see Appendix F for the timeline).

B. Cooperative collection development projects

The participating libraries must develop, as a group, a separate written collection development policy statement addressing the specific area(s) to be developed as part of the project. To be accepted, the policy must address the elements listed in the "Collection Development Policy Outline" and the "Cooperative Collection Development Checklist" (available from the State Library) and be approved by the governing bodies of the participating libraries.

Established library networks or cooperative ventures must have a current collection development policy statement accepted by the State Library at least 30 days prior to the deadline for the receipt of the intent to apply (see Appendix F for the timeline).

2. RESOURCE SHARING

The grant recipient agrees to make available for loan without charge to other Idaho libraries all items purchased under this project except for reference items and other items for which circulation is normally restricted by the recipient (for example: not loaned, loaned for shorter loan periods, not renewable, etc.).

If the grant recipient has its records in WLN, it agrees to add records for the items acquired through its current collection development grant to the database. WLN processing costs may be part of project expenses. See Appendix D.

3. OUTPUT MEASURES

Applications should include use of relevant output measures to help document need and to provide benchmarks for the success of the project.

APPENDIX D

REQUIREMENTS FOR PROJECTS PRODUCING MACHINE READABLE RECORDS

1. RESOURCE SHARING

A. There must not be any legal restrictions which would prohibit the use of the records in, for example, statewide union catalogs, regional union lists, or public access catalogs shared locally among several libraries.

B. Access to the records created under LSCA projects shall be freely given for any non-profit cooperative library venture, the aim of which is to extend and improve library services within the state.

C. The grant recipient agrees to make available for loan without charge to other Idaho libraries all items represented by records created under LSCA projects except for reference items and other items for which circulation is normally restricted by the recipient (for example: not loaned, loaned for shorter loan periods, not renewable, etc.).

2. RECORD QUALITY

A. The machine-readable records created must be in USMARC format. The full or formal record structure underlying USMARC is established as ANSI Z39.2. If a system can not accept USMARC input and generate USMARC output in machine-readable form, the system is not USMARC-compatible.

B. The grant recipient agrees to maintain the integrity of records added to WLN for at least one year beyond the end of the grant project. This includes:

1. notifying WLN promptly if an item indicated as held by the library is no longer in its collection,
2. notifying WLN promptly if an item's call number has been changed by the library, and
3. paying the cost of making the change in the database.

3. NETWORKING STANDARDS

A. In order for different kinds of computers to communicate over a network, the computers must be using standard protocols. Libraries establishing connections to the Internet should use TCP/IP. Software used to search multiple online public access catalogs using one searching interface need to address Z39.50 standards.

APPENDIX E

REQUIREMENTS FOR PLANNING PROJECTS UNDER NETWORKING OR DISCRETIONARY

The following activities should take place in the planning year. Address each one in the application, along with any other activities you've identified.

1. Establishment of a planning committee

2. Process for identifying stakeholders (individuals and groups with a stake in the project's outcome)

3. Proposed site visits to other successful projects that are similar to your project

4. Evidence of board approval from all libraries involved in the planning process

5. Products which can result from the planning process include, but are not limited to:

   A. For networking or cooperative ventures, a long range planning document. Elements in the plan will include:

      1. Description of the community(ies) or geographical region the plan will serve
      2. Roles of the network or cooperative venture
      3. Mission statement
      4. Goals (service and management)
      5. Objectives
      6. Activities
      7. Statement describing the annual process for reviewing and updating the plan

   B. For networking or cooperative ventures, written agreements, guidelines, and policies to support the organizational structure of the network or cooperative including one or more of the following agreements:

      1. Joint exercise of powers (Idaho Code Section 67-2328)
      2. Reciprocal borrowing
      3. Materials delivery system
      4. Cooperative collection development
      5. A withdrawal clause from the agreement

   C. An LSCA grant application for the implementation year. Elements of the application will include:

      1. Description of the community the project will serve
      2. Library(ies) roles the project will fulfill
      3. Library(ies) mission the project will fulfill
      4. Goal of the implementation project
      5. Objectives
      6. Activities
      7. Evaluation

8. Budget
9. Timeline

D. A plan for which the library(ies) will not seek LSCA funding. Elements in the plan will include:

1. Description of the community the plan will serve
2. Library(ies) roles the plan will fulfill
3. Library(ies) mission the plan will fulfill
4. Goal(s)
5. Objectives
6. Activities
7. Evaluation
8. Budget
9. Timeline

E. A report which explains why the original idea/concept will not work including the reasons justifying that conclusion/decision.

APPENDIX F

FY1997 LSCA GRANT CYCLE TIMELINE

Week	Date	Activity
	July 26, 1996	• Idaho State Library (ISL) Board meeting to approve the FY1997 Allocation Plan
1	August 1	• FY1997 Allocation Plan mailed to Advisory Council
2	August 9	• Titles I, II, and III invitations to apply mailed; libraries begin requesting application packets
5	August 30	• Deadline for acceptance of public library long range plans or updates to meet Eligibility Requirements
		• Deadline for acceptance of collection development policies for libraries planning to submit projects involving collection development
		• FY1997 Annual Plan submitted to Washington, DC
9	September 27	• Deadline for Intents to Apply (Titles I and III); staff review begins
11-16	October 7 - November 15	• Scheduled work days with your consultant
11	October 11	• Deadline for acceptance of Title II building program
18	November 29	• Deadline for full Applications (Titles I and III); staff review begins
20	December 13	• Deadline for Title II Preliminary applications (tentative)*
21	December 20	• FY1996 Annual Report submitted to Washington, DC
25	January 16-17, 1997	• Advisory Council meeting to review Titles I and III Applications and to evaluate FY1996 program
32	March 7	• ISL Board meeting to approve Titles I and III Applications
34	March 21	• Administrative forms and grant agreements mailed to subgrantees
36	April 1	• Titles I and III projects begin

* Complete timeline for Title II Public Library Construction, will appear in the Title II application packet

APPENDIX G

ELIGIBILITY REQUIREMENTS FOR LSCA

PART A: Eligibility Requirements for Public Libraries - IDAPA 30.01.02.

An Idaho public library must meet the following requirements to be eligible to apply for state-administered grants funded under the Library Services and Construction Act (PL 101-254).

01. The library must offer public library services, as defined under the Library Services and Construction Act, and meet the following criteria.

a.) The library collects, provides, and coordinates access to library materials.

b.) The library serves all residents of its legal service area free of charge, and receives substantial financial support from state and local tax revenues. Legal service area is defined as city limits for city libraries and district boundaries for district libraries.

02. The library must have an operable telephone on the premises, and must have a listing for the library in the appropriate area telephone book.

03. The library must be open to the public at least three days a week for a total of at least 12 hours. Some of these hours are to include evenings and/or weekends.

04. The library must employ an administrator. An administrator is a director or managerial team responsible for the daily operations of the library.

05. The library must have a paid staff member on duty during all hours the building is open to the public.

06. The library must have a complete "Idaho Public-District Library Annual Statistical Report Form" for the preceding fiscal year accepted by, and on file, at the State Library.

07. The library must be legally established and operating in compliance with the Idaho Code.

08. The library must not charge a fee to any resident of its legal service area for any basic library service.

a.) Basic library services include:

i. Usual and reasonable access during posted operating hours to the collections and professional services which are ordinarily, traditionally, and routinely offered to the public in American public libraries.

ii. Circulation of library materials, regardless of format.

iii. Access to interlibrary loan services. Postage charges for interlibrary loans are assumed by the library, not the user.

iv. Reference services, regardless of format.

b.) A complete and accurate schedule of fees charged by the library shall be submitted to the State Library annually.

c.) The local library board shall certify that it has reviewed and approved the schedule of fees.

09. The library must have on file with, and accepted by, the State Library, at least sixty (60) days prior to the deadline for receipt of the Intents to Apply, a complete and current long range plan approved by its governing board. *[Note: For the FY1997 LSCA grant cycle, this requirement has been changed to " . . . at least thirty (30) days prior to the deadline for receipt of the Intents to Apply . . ."]* The plan shall include the following elements:

a) A description of its community,
b) The role(s) of the library in the community,
c) Mission statement,
d) Goals (service and management),
e) Objectives,
f) Activities, and
g) A statement describing the annual process for reviewing and updating the plan.

PART B. Eligibility Requirements for Library Services and Construction Act, Title III, Interlibrary Cooperation and Resource Sharing - IDAPA 30.01.02.

An Idaho library must meet the following requirements to be eligible to participate in state-administered grants funded under the Library Services and Construction Act, Title III, Interlibrary Cooperation and Resource Sharing, Public Law 101-254.

01. A library must meet the following criteria to participate in grants funded under the Library Services and Construction Act, Title III:

a) A specific place is set aside exclusively as a centralized library.
b) The library contains a classified, cataloged, and processed collection of materials.
c) The library has regular and published hours of operation.
d) The library has a paid staff member on duty in the library during the hours the library is open.
e) A school library is in an accredited secondary or approved elementary school.
f) A school library is in a district that employs a certificated media generalist.
g) An elementary school library is under the direct supervision of a certificated media generalist for at least four (4) hours per week.
h) The library has an operable telephone within the place set aside for the library.
I) A library is (or is part of) a non-profit institution or agency.

02. A school library must meet the following criteria to be an applicant for grants funded under the Library Services and Construction Act, Title III.

a) A school library applicant is part of a school which is fully accredited or approved by the State Board of Education.
b) A school library applicant employs a certificated media generalist to administer the grant.